



Grants Administrator

Details

Job ID : 538

Title : Grants Administrator

Job Code : 1411

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR RESEARCHING, COMPILING, AND SUBMITTING GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND NATIONAL FUNDING ENTITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- WORKING KNOWLEDGE OF THE KENTUCKY COURT OF JUSTICE AND VARIOUS ADMINISTRATIVE DEPARTMENTS
- BASIC KNOWLEDGE OF CURRENT FEDERAL GRANTS MANAGEMENT ISSUES

Job Skills/Abilities

- QUALIFIED CANDIDATE MUST POSSESS SUBSTANTIVE RESEARCH AND WRITING SKILLS
- SPREADSHEET APPLICATION SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RESEARCH AVAILABILITY OF FEDERAL AND STATE GRANTS
- MAKE APPROPRIATE REFERRALS TO LOCAL COURTS AND AGENCY DEPARTMENTS
- ASSIST WITH PRE-APPLICATION PLANNING AND WRITING
- CONDUCT RESEARCH TO SUPPORT GRANT EFFORTS
- COMPILE AND EDIT GRANTS
- PARTICIPATE IN GRANT TRAINING SPONSORED BY FUNDING AGENCIES AND KEEP ABREAST OF NATIONAL POLICY CHANGES IMPACTING STATE-LEVEL ENTITIES
- PROVIDE BASIC GRANT TRAINING TO JUDGES, CLERKS, DEPARTMENT MANAGERS, AND OTHER COURT STAFF
- MONITOR LEGISLATION
- MAY ANALYZE DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, AND PROGRAM DEVELOPMENT
- MAY ANALYZE UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- OTHER DUTIES AS ASSIGNED